



## CV FIBER EXECUTIVE COMMITTEE MEETING MINUTES

GoToMeeting (virtual meeting only)

June 1, 2021

### **Present:**

**Committee Members:** Jeremy Hansen (Berlin), Chuck Burt (Moretown), Ray Pelletier (Northfield), Jeremy Matt (Plainfield), Siobhan Perricone (Orange), Jerry Diamantides (Treasurer)

**Absent:** David Healy (Calais)

**Others:** John Walters, Phil Cecchini (Barre Town), Allen Gilbert (Worcester), Stephen Knowlton (WEC), Bill Powell (WEC), Jonathan Baker (WEC), Barry Bernstein (WEC)

**Called to order:** 6:01pm by Jeremy Hansen via GoToMeeting

### **Additions to the agenda**

- Jeremy Matt suggested adding approval of the minutes from the May 13, 2021 meeting.
- Ray Pelletier suggested adding discussion of a construction budget.

### **Public comment**

- None

### **Approval of the May 13, 2021 meeting minutes**

- MOTION (Jeremy Hansen second Siobhan Perricone) To approve the May 13, 2021 meeting minutes as drafted. Passed unanimously. No discussion.

### **Meeting w/ WEC Leadership**

- Barry Bernstein (WEC) presented to the Executive Committee. He made the following points:
  - WEC and CVFiber should make our messaging consistent.
  - We're getting close to getting the fiber network built.
  - The goal is to bring universal broadband to all our customers.
  - He thinks that everyone has gone out on a limb to make this happen and wants to make sure that we don't lose sight of cooperation between the various entities involved in the RDOF auction. He does not want to see any of the entities left out to dry.
  - He thinks that the grant money should be used to replace the highest interest rate money. This is a LOT of debt for WEC to take on, and they are hoping to reduce the amount as much as possible.
  - WEC hopes to have the distribution network built within three years.

- Jeremy Hansen noted that the application for the high-level design in the WEC area submitted by the three CUDs and WEC was approved.
- There followed discussion of the possible grant opportunities.

### **Bills to Pay**

- Jerry Diamantides summarized the bills that CVFiber needs to pay. These bills are part of the executive budget.
- MOTION (Jeremy Hansen second Siobhan Perricone) to approve payment of bills in the amount of \$6469.00. Passed unanimously. No discussion.
- Jerry Diamantides noted that we may be getting the Microsoft software suite. There followed discussion of adding approval of the Microsoft suite to the Governing Board meeting and the cost of the Microsoft suite.

### **Committees/officers report back**

- Allen Gilbert noted that the nominations of committee chairs need to be approved by the Board. The Policy Committee had a general discussion of equity and equal access to broadband; this is just exploratory at this point. Allen Gilbert also noted that a member of the public reached out to volunteer for the policy committee.
- Chuck Burt reported back on the last meeting of the Communications Committee. A community update was approved and sent out. He said that he does agree that we need to be aligned with WEC's messaging and asked if John Walters could take the point on that. Chuck Burt noted that he was re-elected as Chair and that John Walters was elected Vice Chair. Evelyn (community volunteer) will be managing our social media accounts.
- Ray Pelletier reported back on the last Finance Committee meeting. The Finance Committee will be meeting with F.X. Flynn regarding rate setting.
- Tom Fisher reported back about the Business Development Committee in David Healy's absence. Tom reported that David Healy was elected Chair and that he (Tom) was elected Vice Chair.

### **Signs/other advertising**

- Chuck Burt said that WEC came up with the idea of getting magnetic signs to put on the trucks for the pole inventory work. This would be good advertising for us. Michael Birnbaum noted that Eustis (for example) often puts magnetic signs on their trucks. The total cost would be on the order of a couple hundred dollars.
- MOTION (Ray Pelletier second Jeremy Matt) to request a line item in the operation budget for advertising in the amount of \$2500. Passed unanimously. No discussion.

### **CVFiber operator update**

- Ray Pelletier reported that there is a DRAFT RFP for an operator in progress. We're looking at perhaps bring someone on board around August, so a bit of a tight timeframe.

### **CVFiber PM update**

- Ray Pelletier said that he thought this needs to be an executive session item as he hopes that there will be action to recommend hiring to the board.
- Jeremy Hansen suggested moving this to the end of the meeting with the other potential executive session items.

### **Construction Budget**

- Ray Pelletier shared a DRAFT of a high-level construction budget.
- MOTION (Ray Pelletier second Siobhan Perricone) To recommend to the Governing Board that a construction budget be established and that the EC be given the authority to administer this budget. Passed unanimously. No discussion.
  - Chuck Burt asked about how the timing of Ray Pelletier’s construction budget lines up with WEC’s anticipated timeline. There followed discussion of how our timelines might line up.
  - Jerry Diamantides noted that the budget is not the exact amounts of our expected grants, but they numbers are close and suggested that the motion be amended to be “pending funding availability”.
  - Ray Pelletier noted that the motion was a construction budget, not this one specifically. He said that he will be fine tuning the numbers.

### **Approval of pole inventory awards & Town ARPA Funds**

- Ray Pelletier said that he thinks this discussion needs to be in executive session. There followed discussion of the allowable reasons for entering executive session.
- MOTION (Jeremy Hansen second Siobhan Perricone) Move that we find that pursuant to 1 V.S.A. § 313(a)(1)(A) that we find that premature public knowledge of our discussions relating to contracts for the Pole Inventory work and for the Town ARPA funds would put CVFiber at competitive disadvantage.
- MOTION (Jeremy Hansen second Jeremy Matt) to enter executive session to discuss the contracts referenced in the previous motion and to discuss hiring a project manager pursuant to 1 V.S.A. § 313(a)(3). Passed unanimously. No discussion.
  - Note 1: Tom Fisher was included in the executive session as acting Chair of the Planning & Development Committee in David Healy’s absence.
  - Note 2: Jerry Diamantides was asked to leave the Executive Session prior to the discussion relating to hiring a project manager as he has submitted a response to the project manager RFP.
  - Enter: 7:16PM
  - Exit: 8:31 PM
- MOTION (Ray Pelletier second Jeremy Matt) To recommend that the Governing Board approve the contracts for Apex, Tilson, and Eustis and approve issuing notices to proceed with the pole inventory work upon receipt of funds to do the work. Passed unanimously. No discussion.
- No action on the Town ARPA fund item; this item will be taken up at the next Governing Board meeting.
- MOTION (Jeremy Hansen second Chuck Burt) To recommend that the Governing Board endorse the recommendation of the reviewers of the project manager applications. Passed unanimously. No discussion.

### **Roundtable**

- None

**Meeting Adjourned at 7:14PM**

Respectfully submitted,  
Jeremy Matt, Clerk

**Summary of tasks assigned:**

Ray Pelletier:

- Fine-tune the proposed construction budget for review by the Governing Board.